



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

S: 21 November 2014

ARNG-HCM

22 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Announcement for the Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau

1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. Memorandum, National Guard Bureau, ARNG-HRH, 12 December 2013, subject: Title 10 Army National Guard Active Guard Reserve Life Cycle Management Strategy and Plan (ARNG-HRH Policy Memorandum #13-041).

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau, Pentagon.

3. Eligibility. Current T10 Active Guard Reserve (AGR) Sergeants Major, T32 Active Guard Reserve (AGR), and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

b. T32 AGR NCO – will be accessed into the T10 AGR program for the duration of three years on an One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

c. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for the duration of three years on an One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

5. The Senior Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau (SEA NGB) manages the day to day executive level functions. This position provides expertise to the Office of the SEA NGB on matters relating to all enlisted force

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issues. This position is responsible for all administrative services and support for the SEA NGB. Contributes to the development, interpretation, and implementation of National Guard enlisted personnel policies, and processes. This position includes coordination of activities with the offices of the Air National Guard Command Chief (ANG CCM), the Army National Guard Command Sergeant Major (CSM ARNG), and the state Senior Enlisted Leaders (SELs) on enlisted matter. Applicants must have in-depth knowledge of the National Guard. In the absence of the SEA NGB, the Senior Executive NCO represents the SEA NGB at various DOD level meetings, forums, and events. The Senior Executive NCO Liaison's and coordinates with the Office of Secretary of Defense, Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Senior Enlisted Advisor for Reserve Affairs, and Unified Combatant Command Senior Enlisted Leaders. Also, coordinates and interfaces with the Principles and Executive personnel to the Chief of the National Guard Bureau on enlisted matters.

6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: SGM/E-9 (Para: 001 / Ln: 07)
- c. MOS: Immaterial
- d. Military Education: Graduate, Sergeants Major Academy, USASMA is preferred, but not required; Battle Staff is preferred, but is not required
- e. Civilian Education: Bachelor's Degree is preferred
- f. Experience: Excellent communication skills. Systematic in planning, organizing and informing
- g. Security Clearance: Must be able to attain or possess a Top Secret Clearance-Sensitive Compartmented Information (TS-SCI).
- h. This is a highly visible environment. Applicant must be a consummate team player. Display the highest standard of military appearance and bearing. Operational supervisory and leadership background is desired.

7. Application.

- a. Application procedures and required forms are available on the ARNG GKO

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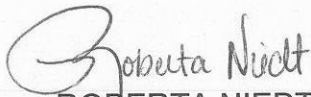
website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or emailed to the POC listed below. All packets must be in accordance with the application process and be received no later than 21 November 2014.

b. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

c. This announcement will close at 1700 EST on 21 November 2014. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for position information is SGM Robert K. Morgan, Executive NCO to the Senior Enlisted Advisor of the National Guard Bureau, e-mail address: robert.k.morgan.mil@mail.mil or 703- 608-4055.

9. The point of contact for packet submission is SSG Allan McGarry, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7501, 703-601-7501, or allan.d.mcgarry.mil@mail.mil and alternate, MSG Timothy Taylor, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7528, 703-601-7528, or timothy.taylor5.mil@mail.mil.



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Chief, Human Capital Management Division

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